

Chapter 6  
MOTOR VEHICLE MISHAP REPORTING PROCEDURES  
REPORT SYMBOL OPNAV 5102-4 (MV)

601. REPORTING REQUIREMENTS

a. Responsibility. The commanding officer, officer in charge, master of a ship or shore activity shall ensure that an investigation is conducted in accordance with this instruction. When personnel are involved in a reportable motor vehicle mishap at a location remote from their duty station, the naval activity nearest the scene will notify the parent commands involved and, unless relieved by the latter or higher authority, will investigate and report the mishap as prescribed in this instruction.

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b. Submission of Reports. Commands shall release motor vehicle mishap reports in the format contained in Appendix C by message, NAVGRAM, or letter, to Commander, Naval Safety Center within 20 calendar days of a reportable mishap. Paragraph 603 defines a reportable mishap. Additionally, on-duty motor vehicle fatalities, or five or more persons in-patient hospitalized, must be reported by priority message or telephone, as discussed in paragraph 302b(3), in the format contained in Appendix C. Use of a NAVGRAM to submit routine mishap reports is highly recommended.

(A)

602. DEFINITIONS

a. Government Motor Vehicle (GMV). A motor vehicle which is owned, leased, or rented by a DOD component member, (not individuals), primarily designed for highway use to transport cargo or personnel. (Under that definition, mopeds and all terrain vehicles (ATV's) are considered motor vehicles.) Any object such as a trailer being towed by a motor vehicle is considered a part of the vehicle, including such devices when detached while in motion or set in motion by a motor vehicle, e.g., pushing. Motor vehicle equipment designed primarily for off-the-highway operation such as tracked or half-tracked vehicles, forklifts, road graders, agricultural type wheeled tractors, and aircraft tugs are categorized as special purpose or combat vehicles according to their use and reportable as indicated in Chapters 3 and 4 of this instruction.

b. Private Motor Vehicle (PMV). Any motor vehicle not a GMV (as defined in 602a above), and primarily designed for highway use to transport cargo or personnel. (Under that definition, a MOPED is considered a motor vehicle.) Although not designed primarily for highway use operations, the following are included: ATVs, trail bikes, snowmobiles, dune or beach buggies, and similar vehicles.

Any object such as a trailer being towed by a motor vehicle is considered a part of the vehicle, including such devices when detached while in motion or set in motion by a motor vehicle, e.g., pushing.

603. REPORTABLE MOTOR VEHICLE MISHAPS

a. Government Motor Vehicle Mishap. A mishap involving the operation of a DOD motor vehicle involving collisions with other vehicles, pedestrians, or bicyclists when struck by a motor vehicle, or other objects; personal injury or property damage due to cargo shifting in a moving vehicle; personal injury in moving vehicles or by falling from moving vehicles; towing or pushing mishaps; and other injury or property damage when there is one or more of the following:

- R) (1) At least \$2,000 property damage.
- (2) A fatality or lost time injury that meets the definition of paragraph 301a(2).
- (3) A fatality or injury requiring treatment greater than first aid to non-DOD personnel.

- R) b. Private Motor Vehicle Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a GMV but results in a fatality or lost time injury that meets the definition of paragraph 301a(2) to military personnel, or to on-duty DOD civilian personnel, or \$2,000 damage to DOD property. Collisions involving pedestrians or bicyclists when struck by a motor vehicle, and other objects are to be included if reporting requirements are met.

c. Special Cases. A mishap causing injury or death to any other person not otherwise defined which occurs on a naval installation or as a result of DOD operations is reportable under this instruction.

d. Exceptions. The following mishaps, although reportable and accountable, are not considered motor vehicle mishaps. They are accountable under other ground categories and reported under the provisions of Chapters 3 and 4:

- (1) Personal injuries that occur while loading or unloading, mounting or dismounting a motor vehicle which is not moving.
- (2) Cargo directly damaged by weather.

(3) Damage to a properly parked DOD vehicle unless it is damaged by another DOD vehicle.

(4) Damage to a DOD motor vehicle resulting solely from natural phenomena.

(5) Damage to a DOD motor vehicle being handled as a commodity and not being operated under its own power.

(6) Damage to a DOD motor vehicle caused by objects thrown or propelled into it.

(7) Damage to a DOD motor vehicle by fire when no DOD motor vehicle mishap occurred.